



DEPARTMENT OF THE AIR FORCE
OFFICE OF THE UNDER SECRETARY
WASHINGTON DC

CHIEF INFORMATION OFFICER

28 JAN 2003

MEMORANDUM FOR DISTRIBUTION C
ALMAJCOM-FOA-DRU/CV

FROM: AF-CIO
1155 Air Force Pentagon
Washington DC 20330-1155

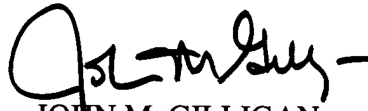
SUBJECT: AF-CIO Policy Memorandum 03-01, Web Site Policy (AF-CIO Policy
Memorandum 02-02, Web Site Policy, Rescinded)

This memo rescinds AF-CIO policy memorandum 02-02 dated 28 February 2002, and issues new policy with respect to posting personally identifying information on Web sites.

This policy memo continues to prohibit posting personally identifying information (i.e. names and e-mail addresses) to public web sites. However, the local commander may authorize posting names and e-mail addresses to .mil restricted Web sites for official purposes after performing an appropriate risk assessment. The current procedures to implement this policy are attached and will be posted on the AF-CIO web page at <http://www.cio.hq.af.mil/>.

Please ensure this information is forwarded to all Privacy Act managers, public affairs officers, network control centers, system administrators, Web site administrators, and Web page maintainers. Changes to policy on personally identifying information on Web sites will be included in the next revision to AFI 33-129.

Refer questions to my POC, Mrs. Anne Rollins, AF-CIO/P, DSN 329-4043, commercial (703) 601-4043; e-mail anne.rollins@pentagon.af.mil.


JOHN M. GILLIGAN
Chief Information Officer

Attachment:
Web Guidance

cc:
CIO EXCOM

PROCEDURES FOR POSTING PERSONALLY IDENTIFYING INFORMATION ON WEB SITES

Personally identifying information is For Official Use Only (FOUO), exempt from public disclosure under the Freedom of Information Act (FOIA), and will not be posted on public Web sites. Personally identifying information includes: names, e-mail addresses, and other personal information. This restriction applies to public Web sites regardless of domain (e.g., .com, .edu, .org) or sponsoring organization (e.g., Non-Appropriated Fund, Morale, Welfare and Recreation sites; educational institutions). Items not appropriate for posting to public sites include, but are not limited to, rosters, organizational charts, and directories with names and e-mail addresses; biographies, and photos. You may post individual names, duty information, bios, and photos of personnel who, by the nature of their position and duties, frequently interact with the public (e.g., general officers and equivalents, public affairs officers, etc.). Individual names appearing in documents posted on public Web sites may be removed or left at the discretion of the unit. Products originated and approved by public affairs offices are not covered by this policy (i.e., news releases).

Names and e-mail addresses may be posted to private web sites (restricted to .mil or .gov users) at the discretion of the local commander, when necessary to conduct official business, and after conducting the appropriate risk assessment. The risk assessment should balance the operational benefit of posting the personal information against the risk of unauthorized disclosure or alteration. The following areas should be considered in your assessment: official purpose for posting the information; possible vulnerabilities and threats to the information; the potential impact of unauthorized disclosure or modification of the information; the security of your network and existing safeguards (hardware, software, local administrative web guidance/policy).